



# School Business Alert

October 2020

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## MEDICAID

### Business Associate Agreement

One of the most frequent questions asked about services delivered when a student is not in brick and mortar, such as through telehealth, is whether their district is using a platform compliant with the Health Information Portability and Accountability Act (HIPAA). That compliance is a requirement for billing Medicaid for telehealth services. While the Office of Civil Rights announced a temporary waiver from having the requirement enforced, it is still expected and will be enforced after the national public health emergency.

There does not appear to be an accreditation or licensing organization who reviews and confirms that a product is compliant. However, because HIPAA compliance requires a Business Associate Agreement (BAA) between the education agency provider and the platform vendor, one way to find the answer is to call the vendor and ask for a BAA for your agency.

More about this can be learned from several sources.

1. The federal office of Health and Human Services (HHS) where one can find good advice from 2013 and a sample Business Associate Agreement. <https://www.hhs.gov/hipaa/for-professionals/covered-entities/sample-business-associate-agreement-provisions/index.html>.
2. For more recent advice from HHS <https://www.hhs.gov/sites/default/files/telehealth-faqs-508.pdf>.
3. If you are using a google product, <https://support.google.com/a/answer/3407074?hl=en>

If you have further questions, please contact [Jim Donoghue](#), 515-281-8505.

## GENERAL INFORMATION

### Green Ribbon School Applications Available

The U.S. Department of Education Green Ribbon Schools (ED-GRS) recognition award honors public and private elementary, middle, and high schools, districts, and Institutions of Higher Education (IHE) that are demonstrating progress in three Pillars:

1. Reducing environmental impact and costs;
2. Improving the health and wellness of students and staff; and
3. Providing effective environmental and sustainability education.

Encouraging resource-efficient schools, districts, and IHEs allow administrators to dedicate more resources to instruction rather than operational costs. Healthy schools and wellness practices ensure that all students learn in an environment conducive to achieving their full potential. Outdoor, environmental, and sustainability education helps all students engage in hands-on, authentic learning, hone critical thinking and collaboration skills, stay active and fit, and develop a solid foundation in many disciplines.

The purpose of the ED-GRS award is to recognize schools, districts, and IHEs progress in the three Pillars, thereby encouraging other schools, districts, and IHEs to adopt similarly innovative practices. ED-GRS, district sustainability awardees, and post-secondary sustainability awardees are nationally recognized as some of America's most successful educational institutions in reducing their environmental impact and costs; improving health and wellness; and providing effective sustainability education.

Three applications for the GRS program will be available through [IowaGrants.gov](http://IowaGrants.gov):

- Individual School: FY21 Iowa Green Ribbon Schools – School Application
- District: FY21 Iowa Green Ribbon Schools – District Sustainability Award Application
- College/University: FY21 Iowa Green Ribbon Schools – College Application

Applications must be submitted to the Department by January 4, 2021. The Department will review applications based on the applicant's demonstrated progress towards the goals of each of the three pillars. Nominees demonstrating progress in all three pillars will be ranked highest.

Instructions for applying are located on the Department's website: Green Ribbon Schools. [Visit the ED-GRS website](#) to learn about the GRS program.

If you have questions or need assistance, please contact [Rob Olsen](#), 515-281-4743.

### Suggestions for Reporting Processes

Congratulations on completing the Certified Annual Financial Report (CAR), the Special Ed Supplement (SES) and the Annual Transportation Report (ATR). While this reporting process is still fresh in your mind, Bureau of School Business Operations staff would appreciate if you would take a moment and let us know what you liked and did not like about the process. Suggestions, no matter how small, help inform programmatic changes to improve future processes. While using the applications, let us know if you found the order logical and user-friendly, or difficult to follow. Please note any navigation or printing problems you may have encountered.

If you were a first-time user, let us know if the instructions were helpful and what type of information or training you wish you had before starting the process (be specific). We appreciate your thoughts and ideas for enhancements for our applications, instructions, and trainings.

Please send your comments to [Denise Ragias](#), 515-281-4741.

## Coding Reminders

The [Iowa Chart of Account Coding](#) is posted at the beginning of each month with updated account codes.

- Effective with FY21 reporting, nutrition equipment repair will be accounted for in the School Nutrition Fund rather than the General Fund. Due to the change in the indirect cost rate plan, equipment repair is a direct cost in other federal programs as well when allowed by the federal program. Further, function 2600 will become a header record only and detail will be required, effective with FY21 reporting.
- Project 0019 was created to give districts a way to track Covid-19 expenditures that are not funded by particular categoricals. In FY21 districts should plan as best as they can to code to federal funding as expended and not just by journal entry at the end of the year. Districts are not required to track expenditures of nutrition programs funded by a per-meal rate rather than actual costs.
- Many districts received ESSER funds from the State's portion of ESSER for the purpose of using it on a learning management system such as Canvas. If that need has been satisfied, the district may use whatever remains for other allowable ESSER expenditures. The district will not distinguish between ESSER and ESSER (state). All ESSER expenditures should be coded to Project 4052.
- We've received several coding questions from districts receiving CARES funds from the Department of Human Service Mental Health and Disability Services (MHDS) Regions. This funding is part of the Coronavirus Relief Fund received by the state from the U.S. Treasury. Since these funds are received from the MHDS region, use Source 4790, Federal Funds Through Another Agency, with project 4059, Coronavirus Relief Fund (CFDA 21.019).

If you have further questions, please contact [Janice Evans](#), 515-281-4740 or [Denise Ragjas](#), 515-281-4741.

## Home School Assistance Programs and Fall BEDS Staff

### Program Code

Fall 2020 [Fall BEDS Staff](#). Individuals funded through home school assistance program ([HSAP](#)) categorical funding are to be identified with program code of 11.

### Assignment Code

Districts with a home school assistance program must report teachers with appropriate assignment codes of either 60034 or 30004. Teachers in a district's home school assistance program can only supervise and/or teach students in grades corresponding to the teacher's license (Iowa Code 299A.2). Teachers supervising or teaching students in grades kindergarten through grade 8 are to be reported with the assignment code of 60034. Teachers supervising or teaching students in grades 9 through 12 are to be reported with the assignment code of 30004. If a teacher is licensed to teach grades kindergarten through 12, the teacher is to be reported with two assignments utilizing the assignment codes of 60034 and 30004. In addition, Iowa Administrative Code 281-31.4(2) states, "A practitioner who possesses only a valid Iowa substitute authorization may neither provide direct instruction nor instructional supervision under this rule."

For questions related to Fall BEDS Staff reporting, please contact [Shelly Neese](#), 515-281-3111.

For questions related to the home school assistance program, please contact [Buffy Campbell](#), 515-954-8651.

## TRANSPORTATION

### Environmental Protection Agency School Bus Rebates Available

The United States Environmental Protection Agency (EPA) is announcing the availability of over \$10 million in rebates to school bus fleet owners to help them replace or retrofit older school buses. Upgrading buses with older engines reduces diesel emissions and improves air quality. EPA will accept applications through 4:00 p.m. October 30, 2020. This is the ninth year of this rebate program to fund cleaner school buses offered under the Diesel Emission Reduction Act (DERA)

reauthorization. Every state that has an application will have at least one awardee. In the most recent round last year, ten districts selected to receive rebates were from Iowa, bringing a total of \$300,000 of rebate funding into our state.

To learn more about the rebate program, applicant eligibility, and selection process, [visit the DERA School Bus Rebates website](#).

For information about applying for DERA School Bus Rebates please go to [DERA's website](#) or email your questions to [dera@epa.gov](mailto:dera@epa.gov).

## APPLICATIONS

### Operational Sharing

The Operational Sharing application is currently under construction. Check the application beginning October 26 for the latest information on the opening date. Since the information in the Operational Sharing application is populated from Fall BEDS Staff, it is important to enter the sharing information correctly in Fall BEDS Staff at this time. Once the Operational Sharing application is available, the information can be reviewed and certified. Any changes required in the Operational Sharing application must be made in the Fall BEDS Staff application. The deadline to certify Fall BEDS Staff and Operational Sharing is November 13 this year.

For assistance with corrections to Fall BEDS Staff, please contact [Shelly Neese](#), 515-281-3111, For assistance with the Operational Sharing application, please contact [Carla Schimelfenig](#), 515-242-5612.

The general process for the operational sharing supplemental weighting request is outlined below.

1. Fall BEDS Staff must be updated before your review of the Operational Sharing application begins.
2. The district or AEA holding the contract reports the shared individual's full salary and benefits according to the individual's contract.
3. The district or AEA purchasing a portion of the shared individual's contract reports the purchased service (portion of the salary and benefits). This should be the projected amount to be reported in the local financial system with an object code of 59X when the contract holder is another district or AEA or an object code of 3XX when the contract holder is some other governmental subdivision.
4. A shared individual must be reported by all parties as shared. The sharing information can be added or edited by editing the individual's assignment that is being shared. Shared Status options for operational sharing include the following:
  - We hold employee's contract & assignment is in both districts.
  - We are the district purchasing services & assignment is in both districts.
  - We are sharing with other governmental subdivisions.
5. The district must select the district that is also a party to the sharing.
  - Use the drop-down arrow to select the sharing partner.
  - Click Add.
  - Click Save.
  - If the contract holder has more than one sharing arrangement for the individual, select the second district that has also purchased a portion of the individual's contract. Click Add and repeat step 5.
  - Click Save to exit the edit pop-up screen.

If sharing errors are found in Fall BEDS Staff, the errors will most likely be on the other district's Fall BEDS Staff application. If you see errors on shared staff, have the other district check its Fall BEDS Staff information to see if the sharing status and sharing partner have been completed. A common error is to have one district identify an individual and assignment as shared, but not identify the sharing district. Once the sharing information has been corrected by the other district, click the Check for Errors/Omissions button to clear the error message.

In order to have a curriculum director appear in the Operational Sharing application, the curriculum director must be reported with the position code of 633, Director/Coordinator/Department Head. Individuals reported with the position code of Content/Curriculum Consultant position will not generate operational sharing supplementary weighting.

For new shared positions with another governmental subdivision other than sharing arrangements with another Iowa public school district or AEA, please send a copy of the signed contract to [Carla Schimelfenig](#). Sharing arrangements that were approved in a prior year do not need to be resubmitted unless a significant change in the arrangement has occurred.

### School Board Officers Report – Due December 15

If you have not already done so, be sure to enter your new board officers and any changes in financial leadership in your district or AEA as soon as those changes are known, and before **December 15**. The data collection is currently available on the [EdPortal](#).

If you have any questions, please contact [Carolyn Engelhardt](#), 515-281-5293.

### School Associations Report – Due November 2

Iowa Codes [279.38](#) and [279.38A](#) requires boards of school corporations that pay membership dues to the Iowa Association of School Boards (IASB) or other organizations which directly relate to the functions of the board of directors, to report annually to the local community and the Iowa Department of Education. The board must report the amount paid in annual dues to the organization, any fees paid and revenue or dividend payments received for services the board receives from the organization, and the products or services the school district received inclusive with the membership in the organization. The data collection is currently available on the [EdPortal](#). Districts must report information for five different associations: Iowa Association of School Business Officials (IASBO), Iowa Association of School Boards (IASB), Rural School Advocates of Iowa (RSAI), School Administrators of Iowa (SAI), and Urban Education Network (UEN). Instructions are located on the certification page of the report and posted on the [School Association Reporting](#) web page.

If you have additional questions, please contact [Rob Olsen](#), 515-281-4743.

### School Budget Review Committee Requests for Modified Supplemental Amounts – Due December 1

The SBRC Application is currently open and available for requesting MSA in the following areas:

1. **Increasing Enrollment** – for districts showing Fall 2020 actual enrollment (formerly known as row 7) greater than Fall 2019 actual enrollment. (Iowa Code section 257.31(5)(a))
2. **Open Enrollment Out** – students identified as open enrolled out in Fall 2020 who were not included in the district's Fall 2019 certified enrollment count, minus any increase in enrollment described in item 1 above. (Iowa Code section 282.18(9)(e))
3. **Limited English Proficient (LEP) Instruction Beyond 5 Years** – for resident students included in Fall 2020 certified enrollment who have already received the maximum English language learner (ELL) supplementary weighting and who are continuing to receive ELL instructional services. (Iowa Code section 257.31(5)(j))

This application is prepopulated from your district's certified enrollment and Student Reporting in Iowa (SRI) submission. In order to complete a request:

- Verify the accuracy of the data. The amounts can change during the Certified Enrollment verification period during the last two weeks in October. Therefore, *do not certify the SBRC application until you are confident that your district's certified enrollment information is correct.*
- Enter the amount of a request. Click "Save Values."
- Certify the application.
- Add each request as a separate action item to the November board meeting's agenda.
- Examples of each are listed below:
  - Motion was made by \_\_, seconded by \_\_\_\_ to authorize the district's administration to submit a request to the School Budget Review Committee in the amount of \$xxxx for MSA for increasing enrollment in Fall 2020. The motion \_\_\_\_\_ by a vote of \_\_-\_\_.
  - Motion was made by \_\_, seconded by \_\_\_\_ to authorize the district's administration to submit a request to the School Budget Review Committee in the amount of \$xxxx for MSA for open enrolled out students not included in the district's previous year's certified enrollment count. The motion \_\_\_\_\_ by a vote of \_\_-\_\_.

- Motion was made by \_\_, seconded by \_\_\_\_ to authorize the district’s administration to submit a request to the School Budget Review Committee in the amount of \$xxxx for MSA for providing an English language learner program for students who have exceeded five years of weighted funding in Fall 2020. The motion \_\_\_\_\_ by a vote of \_\_-\_\_.
- On the SBRC Application page, provide the date of your board meeting and either a link to your board minutes or email a copy of the minutes to [Carla Schimelfenig](#).

Although the deadline for this application stated in Iowa Code is December 1, your cooperation in completing this request in November will ensure timely presentations at the December 15 SBRC hearing.

Guidance for completing the above requests, [SBRC Application Instructions](#), is available on the Department’s website.

Prior to the board meeting, check the SBRC Application to see if the maximum request amounts have changed. Please contact [Carla Schimelfenig](#) (515-242-5612) if the application has been certified and the maximum request amount is no longer correct.

## UPCOMING DEADLINES

Due Date	What’s Due
Nov. 2	School Associations Reporting Due
Nov. 13	Exhibits Due for the December School Budget Review Committee Meeting
Dec. 1	SBRC Application for MSA for Increased Enrollment, Open Enrollment Out, and Limited English Proficient Beyond Five Years of Weighting for Districts that want MSA Deadline
Dec. 1	First Semester Parental Claim Forms for Nonpublic Transportation Reimbursement Due to Districts
Dec. 1	Last Date for an Election to Reorganize Effective July 1: 1 <sup>st</sup> Tuesday in December (even numbered years), 1 <sup>st</sup> Tuesday After 1 <sup>st</sup> Monday in November (odd number years effective Nov. 2019)
Dec. 15	School Board Officers Report Due

**[Click](#) to access current and past issues of the School Leader Update.**

**[Click](#) to access current and past issues of the School Business Alert.**

*If you have suggestions for future SBA articles, please submit to [Carolyn Engelhardt](#).*

# IOWA DEPARTMENT OF EDUCATION

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